

Top Ways to Assure an Efficient Enrollment of Beginning Educators in IMAP

The following is intended to be a user-friendly list of reminders to enroll your Beginning Educators in the internship/assessment program most efficiently. The list is based on the most common reasons enrollment is listed as not eligible.

- Determine if the beginning educator is required to do a one-year internship or the two-year assessment program. Refer to the bottom of the individual's license.
 1. Internship Required is the one year program
 2. Indiana Mentoring and Assessment Program is the two year program
 - * And will require that the beginning teacher be re-enrolled for the second year
- If the Beginning Teacher fails the internship program, you will need to enroll them the next school year.(If they are still employed with your corporation)
- Determine that the beginning educator holds a valid Standard or Reciprocal License with an internship requirement, or an Initial Practitioner License with an Assessment Program requirement. If the beginning educator has applied for licensure and have not received the license, please do **NOT** enroll them. You must wait until they have received their license to enroll them.
- Check that the name on the license matches the name on the registration form.
- Remember the Social Security number is **required** for both the mentor and beginning educator.
- Please make sure to supply the educator's license number (not the driver's license number).
- Confirm that assigned certified mentors have a valid standard teaching license with at least 3 years experience. **Refer to Board policy dated March 17, 2004**
- Please supply the full name of the college or university. (If more than one, please supply the most recent one.)
- Please supply the School Corporation Number and School Number. (Not phone number)
- If the enrollment form is not completely filled out, our office will mail it back to the school. Enrollment is not complete until **all** required information is supplied.
- Submit enrollment forms by **October 1st** or within 10 days of the beginning teacher's first teaching day, in order to qualify for the compensation of mentors in March 2005.
- If an enrollment form is sent in without all of the required information it will be returned. The receipt date for an application will be the date when all required information is received in this office.
- **Non-Public Schools only:** Please make sure you send in original W-9's for all Mentors
- **Please submit only one copy of this application form via fax or mail. This form should be submitted to the IPSB no later than October 1st or within 10 days of the beginning educator's first day to qualify for compensation of mentors or professional development activities.**
- If the beginning educator and mentor are from two different corporations then the superintendents must indicate which corporation will receive the money to pay the mentor. The money is to be sent to the school corporation where the beginning educator is employed, unless otherwise indicated.
- If the status changes for the Beginning Educator or Mentor, please notify the Indiana Professional Standards Board within 10 days of the change.

*** Please note both the beginning educator and the mentor must hold a current/valid Indiana educators license. If they are waiting on the license to be issued you can **NOT** enroll until they have received their license. You have 10 days from the date of issuance to get them enrolled in the program. This also includes those waiting on a renewal license.